

VACANCY NOTICE

#2011- 22

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A061911

Description of Position	TITLE OF POSITION: FRAUD & OVERPAYMENT INVESTIGATOR CLASSIFICATION CODE: 02250200			
	SALARY RANGE: (321A) \$39,574 - \$44,504 Annually REFERENCE POSITION NO.: 1680-50101-TBD			
	Labor & Training Income Support - Fraud Unit APPLICATION PERIOD: 07/18/11- 07/22/11			
	DEPARTMENT DIVISION/SECTION/UNIT Grace Period Applies to Local 401 Employees Only: 07/25/11			
	Assignment(s) / Comments			
	Shift and Days: Monday-Friday 8am - 4pm Job Location: 1511 Pontiac Ave., Cranston, RI			
	Restrictions/Limitations: Article 11.7 of Labor Agreement with RIESA Local 401 will guide interview and selection process.			
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
	Name of Bargaining Unit Union: Rhode Island Employment Security Alliance, Local 401			
	There is* is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions			
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application or within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Name of department where you are currently employed Title of your present position and date you entered it Your business telephone number Date you entered State service Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 			
	Statement of Duties	DUTIES / RESPONSIBILITIES: To conduct technical and non-technical investigations relating to the existence of possible fraud involving Department of Employment & Training Programs; to ascertain facts, obtain evidence, prepare reports of findings and carry out procedures to speed the recovery of overpayment; and to perform related work as required. SEE ATTACHED JOB SPECIFICATION		
		Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: EDUCATION: Such as may have been gained through: graduation from a junior college of recognized standing; and EXPERIENCE: Such as may have been gained through: employment in a position responsible for conducting fact-finding investigations including the application and/or enforcement of state and federal laws under which penalties are assessed for misrepresentation and/or other violations. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
			Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO: Betsey Porter Department of Administration Office of Human Resources, 3rd Floor General Government Service Center One Capitol Hill, Providence, RI 02908 Telephone #: (401) 222-5721 Email: betseyp-resume@hr.ri.gov TTY/TDD #: # 711 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE: FRAUD AND OVERPAYMENT
INVESTIGATOR**

Class Code: 02250200
Pay Grade: 21A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To conduct technical and non-technical investigations relating to the existence of possible fraud involving Department of Employment and Training programs; to ascertain facts, obtain evidence, prepare reports of findings and carry out procedures to speed the recovery of overpayment; and to perform related work as required.

SUPERVISION RECEIVED: Works under the general supervision and follows general and specific instructions; work is reviewed upon completion to ensure conformance to laws, regulations and instructions.

SUPERVISION EXERCISED: As required, to supervise the work of others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To investigate leads or information regarding the possible fraudulent collection of insurance or overpayment of benefits to claimants.

To conduct special investigations for the discovery or verification of facts in cases where noncompliance with unemployment and temporary disability laws or regulations is suspected.

To interview persons for the purpose of clarifying, verifying or discovering information relevant to cases under investigation.

To make oral or written reports on findings and observations to superiors or other authorities.

To analyze records involving temporary disability and unemployment insurance and employer personnel to verify facts relating to the possibility of fraudulent or excessive payments.

To make site inspections or observe activity which may indicate violations of pertinent laws and regulations.

To assist law enforcement authorities in conducting investigations relating to possible fraudulent activity.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough of investigative techniques involved in the detection of fraud; a working knowledge of rules of evidence and procedures for acquisition and disposition of such evidence; a familiarity with Unemployment Insurance, Temporary Disability Insurance, Job Training Partnership Acts, and other programs administered by the department; the ability to prepare oral and written reports; the ability to read and understand various records or related written information; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a junior college of recognized standing; and

Experience: Such as may have been gained through: employment in a position responsible for conducting fact finding investigations including the application and/or enforcement of state and federal laws under which penalties are assessed for misrepresentation and/or other violations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

Editorial Review: 3/15/03